

Locations

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Purpose and when to use this record

Maintain physical bin, aisle, yard, or shelf identifiers used to locate inventory within operations.

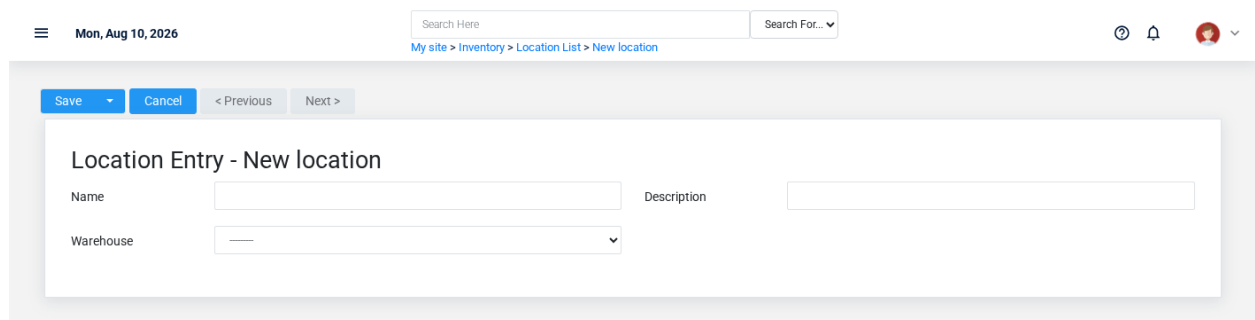
At a glance

- **Identify it by: Name.**
- **Check its business context: Warehouse.**
- **Why care:** Warehouse, item, unit, quantity, and cost must describe the same physical movement. A wrong warehouse or unit can make availability and valuation misleading.

Before you begin

You need the Brisk permission for the action you are taking on locations. If a Create, Edit, or Delete control is absent, do not work around it with another user's account; ask an administrator to review your role.

Create a location



The screenshot shows a web application interface for creating a new location. At the top, there is a navigation bar with a hamburger menu, the date 'Mon, Aug 10, 2026', a search bar with 'Search Here' and 'Search For...' dropdowns, and user profile icons. Below the navigation bar is a breadcrumb trail: 'My site > Inventory > Location List > New location'. The main form area has a title 'Location Entry - New location' and a header bar with 'Save' (with a dropdown arrow), 'Cancel', '< Previous', and 'Next >' buttons. The form contains three input fields: 'Name' (a text box), 'Description' (a text box), and 'Warehouse' (a dropdown menu with a downward arrow).

The Locations create screen in the Brisk documentation demo.

Create a location after searching for the person, organization, item, location, or resource under alternate names and identifiers. Merge or correct an existing master record instead of creating a duplicate.

1. Select the business context first: **Warehouse**.
2. Enter the required identifying and operational values: **Name**.
3. Review **Description** against the source document or approved setup decision.
4. Save the location, then confirm **Name** on its detail page before continuing.

After saving: Verify this location in **Items** before staff build new activity on it; correct ownership, classification, and active state now rather than after transactions accumulate.

Delete a location

Delete this location only if it is an unused duplicate or setup mistake. Once other records refer to it, preserve that history and make the value inactive when the screen provides that option.

Before confirming, check for related **Items**. Brisk may refuse deletion when another record depends on this one; resolve the duplicate or use the supported correction workflow instead of breaking the trail.

On the confirmation page, verify **Name**. After confirmation, return to the Locations list and make sure only the intended location was removed.

Review location details

Mon, Aug 10, 2026

Search Here

Search For...

My site > Inventory > Location List > Documentation Demo Warehouse: DEMO-A1

?

🔔

👤

Modify

Cancel

New

Create Copy

< Previous

Next >

📎 Attachments (0)

✉ Email

Location Detail - Documentation Demo Warehouse: DEMO-A1

System ID: 3

Name	DEMO-A1	Description	Documentation demo bin
Warehouse	DOC-W-001 - Documentation Demo Warehouse	Created By	None
Created At	Jan. 15, 2025, 9 a.m.	Last Modified By	None
Last Modified At	Jan. 15, 2025, 9 a.m.		

The Locations detail screen in the Brisk documentation demo.

Use the detail page as the shared record of what this location currently means. Verify **Name**, **Description**, and **Warehouse** before relying on it for a decision.

Follow **Warehouse** to determine whether the issue is on this location or on one of those linked records.

Next check: Verify this location in **Items** before staff build new activity on it; correct ownership, classification, and active state now rather than after transactions accumulate.

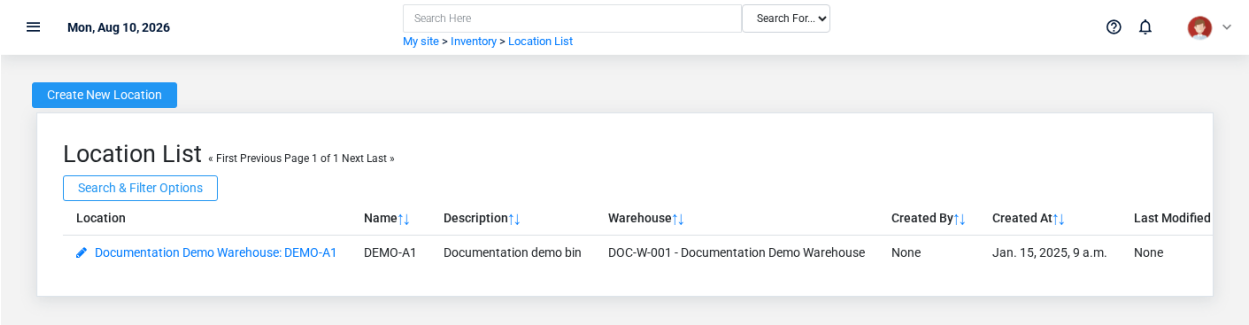
Edit an existing location

Edit this location to keep the same real-world party, item, location, or resource accurate. Do not repurpose it for a different entity after activity is attached.

1. Open the detail page. Compare **Warehouse** with the supporting document or approved request.
2. Recheck **Warehouse**. These values are most likely to change warehouse availability, replenishment, quantities, and valuation.
3. Save the change, return to the list, and confirm that the location now appears under the expected **Name**.

After the change: Verify this location in **Items** before staff build new activity on it; correct ownership, classification, and active state now rather than after transactions accumulate.

Find and review locations



The Locations list screen in the Brisk documentation demo.

Use the Locations list to find the correct record before opening or changing it. Compare **Name**. Records with similar names or numbers can still belong to different **Warehouse**.

- The initial order emphasizes **Name**. Select a column heading when you need a different comparison.

Open the location whose **Name** match the task. If it is missing, clear the list filters and recheck the identifying information shown on the screen rather than creating a replacement immediately.

Fields and business rules

Brisk stores 3 user-relevant fields for this location, including 1 linked-record selection and 0 controlled-choice fields. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls
Name	Yes	Human-readable name for this location.
Description	No	Description of this location.
Warehouse	No	The warehouse associated with this location.

What happens next

Verify this location in **Items** before staff build new activity on it; correct ownership, classification, and active state now rather than after transactions accumulate.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Name** and any message beside the field. A required related record may also be inactive or unavailable to your role.
- **The values look right but the result is wrong:** Open **Warehouse** from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.